

NAF PERSONNEL OFFICE (LC)  
MWR & VQ little creek  
VACANCY ANNOUNCEMENT

03/04/04

Does not confer to Civil Service Status

POSITION: **HOUSING ASSISTANT (NIGHT AUDITOR)**

ANNOUNCEMENT # **LC-29-04**

Grade: NF-1173-02

Salary: \$8.00-\$8.50

LOCATION: CBH/VQ Department

CLOSING DATE: Open Until Filled

NAB Little Creek Norfolk VA 23521

**AREA OF CONSIDERATION:** Open

(2) Position (s), Flexible, Scheduled

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Responsible for the smooth operation of the assigned facility/facilities during hours when other management personnel are not available. Ensures front desk reports, night audits, and credit card batches are completed accurately, within all requirements, and in a timely manner. Inspects assigned common areas routinely during the night for cleanliness and maintenance problems. Performs minor maintenance such as changing light bulbs, unstopping toilet or sinks, etc. Receives reports of discrepancies from Front Desk, investigates, and takes action as needed. Ensures residents have access to cleaning supplies, linen, equipment and knowledge of what is available in their respective buildings and services available throughout the Bachelor Housing Complex. Directs the front desk operation in the absence of the evening front desk supervisor. Performs other related duties as assigned.

**QUALIFICATIONS:** Must have a minimum of 2 years experience in hotel or transient housing environment as a front desk leader/supervisor or equivalent. Must possess documented experience in check-in/out procedures, daily cash processing, hotel/housing computer software, including guest management, accounting and property management. Knowledge of basic computer operations is required-must key data accurately and be able to perform basic mathematic computations on a calculator. Experience with Property Management Software strongly preferred. Must possess documented customer service and excellent communication skills. Must possess the ability to develop a working knowledge of BH instructions and directives of higher authority regarding mission, organizational guidelines, and utilization of assets within 90 days of hire.

**SPECIAL REQUIREMENTS:** Position is considered mission essential (ALPHA) personnel during inclement weather and conditions where national security is involved. Position is subject to an irregular schedule, including nights, weekends and holidays.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, NAB Little Creek, 1432 Hewitt Drive, Norfolk VA 23521.

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**- VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS Line: 440-JOBS (5627)